

TOWN OF LAKE CITY

JOB DESCRIPTION

TOWN CLERK/TREASURER

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative, bookkeeping and accounting tasks. Maintains journals and ledgers.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as custodian of official Town records and public documents; performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Town certification; catalogs and files all Town records.

Attends regular and special Board of Trustees meetings; performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares and distributes agendas, materials, minutes and records of meetings.

Files ordinances and resolutions of the Board and oversees the codification of ordinances into the municipal code.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administers oath of office to public officials.

Registers voters.

Prepares reports for Board meetings as directed.

Prepares surveys and other reports as directed.

Provides public records and information to citizens, civic groups, the media and other agencies as requested.

Performs basic duties involved in maintaining bank accounts for all funds. Maintains all journals and ledgers for all funds.

Prepares and maintains payables, receipts and payroll. Prepares and maintains all taxes, tax reports and retirement reports.

Prepares and maintains utility bills and late notices, interest postings and payments.

Maintains all utility billing files and accounts.

Prepares monthly treasurer's report and semi-monthly payable lists for the Board.

Performs duties necessary for preparing for yearly audit.

Responsible for maintaining accounting software and computer system. Maintains Internet connection.

Provides backup when the Town Manager is absent.

#### PERIPHERAL DUTIES

Attend seminars and workshops related to Clerk and Treasurer duties and responsibilities.

Types Board member's and Mayor's correspondence; make reservations and travel arrangements for meetings, seminars, and conventions.

Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the Town.

Performs a variety of office duties such as answering the phone, preparing a variety of correspondence, ordering supplies and responding to public needs. Issues excavation permits and burn permits and receipts building permits.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration or closely related field, and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

SPECIAL REQUIREMENTS

- (A) Must be bondable;
- (B) Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, spreadsheet program, accounting software. Fax machine, laser printer, dot matrix printer and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk and kneel.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee may be exposed to ink, paper dust and toner cartridges. The noise level is quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.